

# PROOF OF RECEIPT

**(Keep completed form on agency premises)**

*Under the terms of KRS 15.257, the Attorney General must distribute information about the open records and open meetings laws ("Your Duty Under the Law") and proper records management ("Managing Public Records") to all county judge/executives, mayors, county attorneys, city attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities when either law is amended. On July 15, 2008, KRS 61.823(4)(b) was amended to permit email notification of special meetings under the conditions described in the attached materials. Accordingly, the Attorney General is distributing the statutorily required written information. Pursuant to KRS 65.055(1), 160.395(1), and 164.465(1), these public officials must distribute "Your Duty Under the Law" and "Managing Public Records," either electronically or in hard copy, to each elected official or elected or appointed member described below within sixty days of receipt. This is a continuing duty and must be discharged within sixty days of the election or appointment of all newly elected or appointed officials or members.*

*For **County Judge/Executives, Mayors, City Attorneys, County Attorneys**, this includes "each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts."*

*For **Superintendents of Public School Districts and School District Attorneys**, this includes "each elected school board member and each school based decision making council member."*

*For **Presidents of State Postsecondary Educational Institutions and University Counsel**, this includes "each board of regents or governing board member of their university."*

*County judge/executives, mayors, school superintendents, and university presidents, or their designees, must also certify to the Attorney General that they have distributed "Your Duty Under the Law" and "Managing Public Records" as required. This, too, is a continuing statutory duty. "Your Duty Under the Law" and "Managing Public Records" are available for review at <http://ag.ky.gov/oromalert>.*

*This form satisfies the requirement that each newly elected public official and newly elected or appointed member provide signed proof that he or she received "Your Duty Under the Law" and "Managing Public Records" within sixty days of his or her election or appointment. Do not return the completed forms to the Attorney General. Please keep these forms on agency premises.*

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I have received "Your Duty Under the Law" and "Managing Public Records" within sixty days.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed or typed): \_\_\_\_\_

Name of Public Agency: \_\_\_\_\_

Your position or function: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agency E-mail: \_\_\_\_\_

**DO NOT RETURN THIS FORM TO THE ATTORNEY GENERAL. PLEASE KEEP THIS FORM ON AGENCY PREMISES.**

# CERTIFICATE OF DISTRIBUTION

## (Return completed form to the Attorney General)

*Under the terms of KRS 15.257, the Attorney General must distribute information about the open records and open meetings laws ("Your Duty Under the Law") and proper records management ("Managing Public Records") to all county judge/executives, mayors, county attorneys, city attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities when either law is amended. On July 15, 2008, KRS 61.823(4)(b) was amended to permit email notification of special meetings under the conditions described in the attached materials. Accordingly, the Attorney General is distributing the statutorily required written information. Pursuant to KRS 65.055(1), 160.395(1), and 164.465(1), these public officials must distribute "Your Duty Under the Law" and "Managing Public Records," either electronically or in hard copy, to each elected official or elected or appointed member described below within sixty days of receipt. This is a continuing duty and must be discharged within sixty days of the election or appointment of all newly elected or appointed officials or members.*

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*This form satisfies the requirement that all county judge/executives, mayors, school superintendents, and university presidents, or their designees, certify to the Attorney General that "Your Duty Under the Law" and "Managing Public Records" have been properly distributed. Return this completed form only to the Attorney General.*

I certify that I have distributed "Your Duty Under the Law" and "Managing Public Records" to all elected and appointed officials and members within sixty days.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (printed or typed): \_\_\_\_\_

Name of Public Agency: \_\_\_\_\_

Your position or function: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agency E-mail: \_\_\_\_\_

### **RETURN COMPLETED FORM TO:**

Jan Velez  
Office of the Attorney General  
700 Capitol Ave., Room 118  
Frankfort, KY 40601-3449  
(502) 696-5628